

LM01_KDD033 - Data Retention Policy

Status	PENDING DECISION
Owner	Damien Avril
Stakeholders	Cédric Dubreuil, François SANTY, Franck BOUQUEREL

i Decision:

Decision made by:

Date:

Online Meeting:

Issue

Lack of clear guidelines to define

(a) the target retention configuration (GWS-aligned vs Purview default)

(b) the safe and controlled point in time—and conditions—under which retention **should be turned on**, given the potential for **automatic deletion of user data**.

Recommendation

A.1) Purview retention policies **OFF** Day 1

Background & Context

Syensqo currently does not have formally defined or approved guidelines specifying how data retention should be configured and enforced across collaboration platforms.

As part of the Microsoft 365 implementation, a Data Retention Policy should be established in **Microsoft Purview** to ensure consistent information governance, compliance readiness (e.g., audit/eDiscovery), and lifecycle management of corporate data (email, files, Teams content, etc.).

Because no business owner or governance body has taken a decision to date, the solution design has proceeded using the **Microsoft Purview default retention configuration** as the proposed baseline. This default-based setup was selected primarily to avoid blocking the implementation progress in the absence of a clear corporate retention standard.

TODAY in Purview				Proposal to replicate GWS as is situation NOT in Purview		
Teams chat (personal)	10 y	Retain forever	10 y	Retain forever	Retain forever	Retain forever
Teams channel message (within Teams sharepoint)	10 y	Retain forever	10 y	Retain forever	Retain forever	Retain forever
Mail	10 y	Retain forever	10 y	Retain forever	Retain forever	Retain forever
Mail trash Bin	30d + (admin 14d < 30d)	Retain forever	30d + (admin 14d < 30d)	30d + (admin 14d < 30d)	Retain forever	30d + (admin 14d < 30d)
Mail junk	30d + (admin 14d < 30d)	Retain forever	30d + (admin 14d < 30d)	30d + (admin 14d < 30d)	Retain forever	30d + (admin 14d < 30d)
OneDrive	Retain forever	Retain forever	Retain forever	Retain forever	Retain forever	Retain forever
OneDrive trash Bin	30d + (admin 93d)	Retain forever	30d + (admin 93d)	30d + (admin 93d)	Retain forever	30d + (admin 93d)
Sharepoint	Retain forever	N/A	Retain forever	Retain forever	N/A	Retain forever
Sharepoint trash Bin	30d + (admin 93d)	N/A	30d + (admin 93d)	30d + (admin 93d)	N/A	30d + (admin 93d)

Assumptions

- Microsoft Purview retention must be configured to support information governance, auditability, and eDiscovery readiness for M365 data (Exchange, SharePoint, OneDrive, Teams, etc.).
- Once enabled and depending on policy settings, retention enforcement can lead to **automatic deletion** when items meet retention criteria; recovery options may be limited or time-bound.
- The solution design proposes and has set up **Microsoft Purview default retention settings** because no decision owner/body has confirmed an alternative approach.

Constraints / Impacts

- A safe activation typically requires testing, stakeholder communication, change management, and monitoring; “big-bang” enablement is constrained by limited ability to predict impact.
- Existing data (including migrated content) may already be older than proposed retention thresholds; enabling deletion-based retention **could affect large volumes** immediately.
- Since no classification or sensitivity/retention labeling is currently deployed, retention cannot be reliably targeted based on content category (e.g., records vs. transitory content). This constrains us to broader, location- or workload-based retention policies until labeling is implemented.

Options considered

Option 1) Purview default **OFF** Day 1

Option 2): Purview default **ON** Day 1

Option 3): Replicate GWS as-is in Purview

Evaluation

Criteria	1) Purview default OFF Day 1	2) Purview default ON Day 1	3) Replicate GWS as-is in Purview
Technical Feasibility	High – keep configuration but don't enforce.	High – enable existing policies; minimal extra build.	Medium – change policies to “forever” for Teams/Mail; validate workload coverage and exceptions.
User Impact	Low now – no user-visible deletions triggered by retention.	Medium (delayed) – deletion risk mainly when items age beyond 10 years (Teams/Mail); not immediate for most users.	Medium – minimal deletion impact, but larger eDiscovery scope and long-lived content footprint for users.
Support Impact	Low – fewer “missing data” tickets;	Medium – requires readiness for retention questions and potential deletion/escalations (even if most impact is long-term).	Medium – fewer deletion tickets, but more support for search /eDiscovery volume, mailbox/Teams history expectations, and data minimization concerns.
Operational Complexity	Low – buys time to confirm governance and rollout plan before enforcement.	Medium – needs comms, monitoring, hold process clarity, and validation that litigation overrides work as intended.	Medium-High – requires governance justification for “retain forever” + ongoing review (why forever, for which populations, and how to manage growth).
Cost	Low-Medium – lowest immediate effort; potential future effort to enable. Compliance risk is continued.	Low-Medium – low config effort, but more change management and operational readiness work.	Medium – more design/approval effort + likely higher long-term storage/eDiscovery handling costs.

blocked URL Main risk per option:

- **1) (OFF):** Retention not enforced continued policy gap and delayed compliance control.
- **2) (ON):** Enforcing **10-year** retention for Teams/Mail may later **delete historical data** if not aligned with legal/business needs.
- **3) (GWS as-is):** “Retain forever” for Teams/Mail increases **over-retention** risk (privacy/data minimization) and inflates eDiscovery and long-term data footprint.

See also

The following section describes relevant documentation:

Description	Repository
LEAP - M365 Data Retention.xlsx	

Version	Published	Changed By	Comment
CURRENT (v. 3)	May 05, 2026 16:21	TODESCHINI-ext, Gautier	
v. 2	Apr 30, 2026 09:22	CHUDZIAK-ext, Aleksander	
v. 1	Apr 29, 2026 20:00	CHUDZIAK-ext, Aleksander	